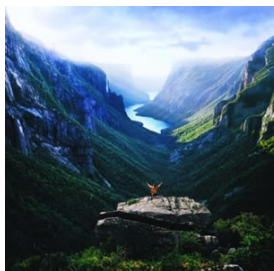
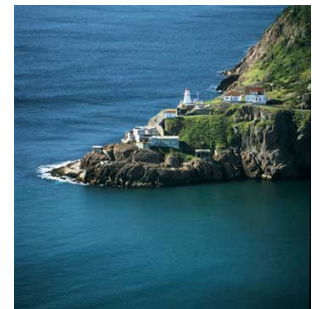
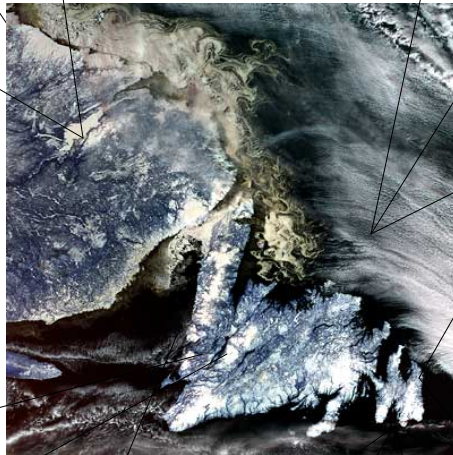


# ENVIRONMENTAL ASSESSMENT

*... A Guide to the Process*



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*Published under the Authority*  
of the Minister of  
Municipal Affairs and Environment,  
Government of Newfoundland  
and Labrador

**MARCH 2017**

## **ENVIRONMENTAL ASSESSMENT**

### **A GUIDE TO THE PROCESS**

#### **INTRODUCTION**

This booklet summarizes information on the environmental assessment (EA) process in Newfoundland and Labrador. It is not to be considered a final authority or legal document. For further information readers are advised to refer to the *Environmental Protection Act*, SNL 2002 cE-14.2 (*the Act*) and the *Environmental Assessment Regulations, 2003* or contact the Department.

#### **ENVIRONMENTAL PROTECTION ACT, 2002 AND ENVIRONMENTAL ASSESSMENT REGULATIONS**

The *Act* and *Regulations* can be found at the Department of Municipal Affairs and Environment web site at [www.gov.nl.ca/env](http://www.gov.nl.ca/env). Copies may be obtained from the Queen's Printer, PO Box 8700, St. John's NL A1B 4J6 or e-mail [QueensPrinter@mail.gov.nl.ca](mailto:QueensPrinter@mail.gov.nl.ca)

#### **PURPOSE OF ENVIRONMENTAL ASSESSMENT**

The purpose of the *Act* is "to facilitate the wise management of the natural resources of the province and to protect the environment and quality of life of the people of the province". It requires anyone who plans a project that could have a significant impact on the natural, social or economic environment to present the project for examination. The EA process ensures that development projects proceed in an environmentally acceptable manner. When the potential environmental effects of projects are of concern, the EA process generates real benefits by: (i) providing for comprehensive project planning and design, (ii) maximizing environmental protection, (iii) enhancing government coordination, accountability and information exchange, (iv) facilitating permitting and regulatory approval of projects.

The Environmental Assessment Division of the Department of Municipal Affairs and Environment administers the EA process including: (i) consulting at every stage with interested government departments and the public, (ii) evaluating submissions by proponents and reviewers, (iii) advising the Minister on potential environmental effects prior to decisions and (iv) monitoring approved undertakings to ensure compliance and effectiveness of mitigation.

#### **FEES**

Undertakings are subject to a fee structure in accordance with the current Cost Recovery Policy of the Department. The fee for registration is \$400 plus HST (non-profit organizations are exempt). In addition, following registration, undertakings with an estimated capital cost greater than \$5 million are subject to a schedule of fees (available from the Department) to

offset the Department's cost of conducting the assessment. Make cheque or money order payable to the Newfoundland Exchequer.

## **OFFENCES**

A proponent who proceeds with an undertaking without proper authorization or otherwise contravenes the *Act* may be ordered by the Minister to stop work and may be fined by the Courts. A person found guilty of an offence under the *Act* is liable to a fine of not less than \$1,000 and not more than \$50,000. For a corporation, fines range from \$5,000 to \$1,000,000.

## **ANNOUNCEMENTS AND INQUIRES**

The Minister announces all events pertaining to environmental assessment in the Environmental Assessment Bulletin. Bulletins and project information can be viewed by going to the Department of Municipal Affairs and Environment web page at [www.gov.nl.ca/env](http://www.gov.nl.ca/env) and clicking on "Environmental Assessment". The Department would be pleased to add the e-mail address of any interested person to the distribution list. Questions and comments about the environmental assessment process or about specific projects are welcome. Please direct inquiries to:

**Director  
Environmental Assessment Division  
Department of Municipal Affairs and Environment  
PO Box 8700  
St. John's NL A1B 4J6**

**Telephone: (709) 729-2664  
Toll free: 1-800-563-6181  
Fax: (709) 729-6969  
Web site: [www.gov.nl.ca/env](http://www.gov.nl.ca/env)**

## **WHEN THE ACT APPLIES**

### **UNDERTAKINGS**

A project that must be registered for environmental assessment is referred to as an undertaking. The terms "project" and "undertaking" are used interchangeably in this Guide. An undertaking is defined in the *Act* as "an enterprise, activity, project, structure, work or proposal and a modification, abandonment, demolition, decommissioning, rehabilitation and an extension of them that may, in the opinion of the Minister, have a significant environmental effect". A proponent may be a person, corporation or government department that owns, manages or controls a project.

Part III of the *Environmental Assessment Regulations, 2003* lists designated undertakings that must be registered. Exceptions not requiring registration are also listed. An index to Part III of the Regulations is contained in Appendix 3 of this Guide, showing all types of undertakings and the section of the Regulations that applies to each. Undertakings are not solely large scale developments. Smaller projects may also trigger registration, such as scrap yards, quarries and ATV trails. Proposals involving resource conflicts, environmental degradation or public opposition, generally require registration. Notwithstanding Part III of the Regulations, if potentially significant environmental effects are indicated, the Minister may require registration of any proposed undertaking.

## **ENVIRONMENTAL ASSESSMENT PROCESS**

### **STEP ONE: REGISTRATION AND REVIEW**

An undertaking that is subject to the Act is required to be registered with the Department for examination. The registration describes the proposed project and outlines how it will effect the bio-physical and socio-economic environments. Proponents must demonstrate in the registration document how the best practicable technology and methods will be used to minimize harmful effects. The suggested registration format is shown in Appendix 1 of this guide.

The proponent must submit 10 paper copies and 1 digital copy of the registration document along with the appropriate fee. The Minister will announce in the EA Bulletin, within 7 days, the receipt of a registration. Copies of the registration are made available and members of the public have 35 days to submit written comments to the Minister. The registration is examined by all interested government departments. The EA Division coordinates the public and governmental review and prepares a recommendation for the Minister. Early registration of an undertaking may prevent costly delays and unnecessary expense.

### **STEP TWO: MINISTER'S DECISION**

Within 45 days of receiving a registration, the Minister will advise the proponent of the decision on the undertaking. All decisions will be announced in the EA Bulletin within 10 days of notifying a proponent. There are four options for Ministerial decisions:

1. **The undertaking may be released.** The proponent may proceed as indicated in the registration, subject to any terms and conditions that the Minister may set, other Acts or regulations (federal, provincial or municipal). No permits, approvals or authorizations are to be issued or any associated physical activities are to proceed, until the project is released from the assessment process.
2. **An Environmental Preview Report (EPR) may be required.** An EPR is required when additional information is needed that is not contained in the registration. Upon receipt

of the EPR the Minister may judge whether a project may be released or if an Environmental Impact Statement (EIS) is necessary.

3. **An Environmental Impact Statement (EIS) may be required.** The submission of an EIS is ordered where significant potential negative environmental effects are indicated or where there is significant public concern about a proposal. An EIS includes a comprehensive environmental review of a complete project description including alternatives, original research on the existing environment, identification and evaluation of potentially significant environmental effects, an evaluation of proposed mitigation measures to minimize harmful effects and monitoring programs.
4. **The undertaking may be rejected.** This may occur if an unacceptable environmental effect is indicated, the undertaking is not in the public interest, and/or if the undertaking is inconsistent with an existing law or government policy. A decision to reject would be made by Cabinet.

### **STEP THREE: PREPARATION OF EPR/EIS GUIDELINES**

**Assessment Committee:** When an EPR or EIS is ordered, the Minister will appoint an Assessment Committee, in accordance with section 5 of the *Regulations*. Committees are comprised of technical experts from both provincial and federal government departments with an interest in a given project. The committee is chaired by a staff person from the Environmental Assessment Division. The basic roles of committees include: (i) recommending EPR and EIS guidelines for issuance by the Minister, (ii) reviewing and evaluating the EPR and EIS documents submitted by the proponent, (iii) reviewing public submissions, (iv) providing advice to the Minister. Proponents are guided by the Committee during the course of preparing the guidelines, the EPR and the EIS documents.

**EPR and EIS Guidelines:** Guidelines are based on comments received during the review of the registration and meetings with the proponent, government agencies and public groups. The Assessment Committee will consult with the proponent during the course of preparing Guidelines. Guidelines will focus on the main unanswered questions in determining the significance of environmental effects. EPR Guidelines are issued by the Minister to the proponent within 60 days of the EPR decision and then made available to the public. EIS Guidelines are issued within 120 days of the EIS decision and are subject to a 40 day public review prior to approval by the Minister.

### **STEP FOUR: PROPONENT PREPARATION OF EPR/EIS**

The Environmental Assessment Division will endeavour to facilitate the process for proponents at all stages.

**Proponent prepares an Environmental Preview Report.** An EPR will focus on the main unanswered questions in the registration, based on EPR Guidelines. EPRs typically rely on existing information and no original fieldwork is required.

**Proponent prepares an Environmental Impact Statement.** An EIS will focus on key issues relating to the effects of the project on both the bio-physical and socio-economic environments, based on EIS Guidelines. Original research is often required on the existing environment and anticipated effects. The EIS is required to contain information as outlined in Section 57 and 58 of the *Act*.

One or more **component studies** may be required in the preparation of an EIS, in accordance with the Regulations. This is typically done when data is needed on existing valuable ecosystem components (such as caribou, fish or rare plants), which may be significantly affected by the project. Component studies, although part of the EIS, are distinct documents with separate Guidelines, public review and approval.

In the course of gathering data for an EIS, the proponent is required to implement a **public information program** for the area affected by the undertaking. Through such a program, local residents will be fully informed of the nature of the project and its effects on the environment, and copies of all reports on original studies undertaken for the EIS will be made available. The concerns of the public must be recorded and addressed in the EIS.

#### **STEP FIVE: EPR/EIS REVIEW AND DECISION**

The **EPR approval process** is contained in section 54 of the *Act* and section 7 of the *Regulations* including receipt of the EPR, Ministerial announcement, public review and comment, EA Committee recommendation and Minister's acceptance and decision.

**The EIS approval process** is defined in sections 57 to 67 of the *Act* and section 11 of the Regulations and includes the following steps: receipt of the EIS; Ministerial announcement; public review and comments; EA Committee recommendation and Minister's acceptance; Ministerial recommendation to Cabinet; and Cabinet decision. If there is strong public interest or concern regarding an undertaking, the Minister may request Cabinet to appoint an environmental assessment board for the purpose of conducting public hearings.

Cabinet may reject any undertaking where (i) unacceptable impacts are identified, (ii) the undertaking is contrary to law or policy, (iii) it is in the public interest to do so.

#### **FEDERAL ENVIRONMENTAL ASSESSMENT PROCESS:**

Undertakings that are subject to *the Act* are also reviewed by the Federal government in accordance with the Canadian Environmental Assessment Act (CEAA) in an effort to informally harmonize the provincial and federal review process in an effective and timely manner.

The following series of questions will give proponents an idea of whether a federal authority is likely to require a federal environmental assessment of a project in Newfoundland and Labrador. These questions are for guidance purposes only and should in no way be a substitute

for or replace the official version of the *Canadian Environmental Assessment Act* and Regulations.

If the answer to any of these 4 questions is “yes” a federal environmental assessment of the project would be required.

1: Is a federal authority proposing or implementing the project?

2: Are any federal authorities providing financial assistance to the project?

3: Are any federal authorities providing federal lands through a sale, lease or other disposal of an interest in federal land to enable the project to be carried out in whole or in part?

4: Will a federal authority have to exercise a regulatory duty in relation to the project, such as issuing a permit, licence or approval that is covered under the Law List Regulations? (The legal text of the *Canadian Environmental Assessment Act* and Regulations can be found on the Canadian Environmental Assessment Agency’s web site [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca))

For further information on the federal environmental assessment process please contact:

**Canadian Environmental Assessment Agency**

**1801 Hollis Street, Suite 200**

**Halifax NS B3J 3N4**

**Phone: (902) 426-6623**

**Fax: (902) 426-6550**

**email: <http://www.ceaaacee.gc.ca>**



# APPENDIX 1

## REGISTRATION FORMAT

This format outlines the nature and sequence of the information required in an Environmental Assessment Registration. The proponent should reproduce the text of each section as it appears below, adding the required information. The information should be brief but comprehensive. **The original (including attached large-scale maps) plus a minimum of 10 paper copies and 1 digital copy (including maps) should be submitted.** See Appendix 2 for further information on the submission of computerized copies of documents.

### NAME OF UNDERTAKING:

### PROPONENT:

(i) Name of Corporate Body:

(ii) Address:

(iii) Chief Executive Officer:

Name:

Official Title:

Address:

Telephone No:

(iv) Principal Contact Person for purposes of environmental assessment:

Name:

Official Title:

Address:

Telephone No.:

### THE UNDERTAKING:

(i) Name of the Undertaking:

(ii) Purpose/Rationale/Need for the Undertaking:

### DESCRIPTION OF THE UNDERTAKING:

Under Sections (i), (ii), (iii) and (iv) below, the proponent shall provide complete information concerning the preferred choice of location, design, etc., together with additional information on any alternatives which may have been considered and rejected, but which may still be regarded as viable. Reasons for the rejection of those alternatives should be included.

(i) Geographical Location:

- provide a description of the proposed site, including boundaries if possible.

- attach large scale (e.g. 1:12,500) original base map(s) and/or recent air photos clearly indicating the site location relative to existing communities and transportation facilities, and showing the proposed route of access. The National Topographic Survey edition should be affixed to the map(s).

(ii) Physical Features:

- describe the major physical features of the undertaking, including buildings, other large structures, roads, pipelines, transmission lines, marine facilities, etc.
- provide the size of the area to be affected by the undertaking.
- attach an artist's conceptual drawing, if available.
- describe the physical and biological environments within the area potentially affected by the project, e.g. topography, water bodies, vegetation, wildlife species, fish etc.

(iii) Construction (if applicable):

- provide the approximate total construction period (if staged, please list each stage and its approximate duration).
- proposed date of first physical construction related activity on site.
- describe the potential sources of pollutants during the construction period(s) including airborne emissions, liquid effluents and solid waste materials.
- describe any potential causes of resource conflicts.

(iv) Operation:

- describe how the undertaking will operate.
- estimated period of operation, if not a permanent facility.
- describe all potential sources of pollutants during the operating period, including airborne emissions, liquid effluents and solid waste materials.
- describe any potential causes of resource conflicts.

(v) Occupations:

- estimate the number of employees required for the construction and operation of the project as well as the expected duration of employment.
- provide an enumeration and breakdown of occupations anticipated for this undertaking according to the National Occupational Classification 2006 (<http://www23.hrdc-drhc.gc.ca/2001/e/generic/welcome.shtml>). This information is used to determine if any hazardous occupations are involved.
- identify what work will be carried out by direct hiring and/or contracting out.
- identify how employment equity will be addressed relative to age and gender.
- for further information on gender equity, contact the Women's Policy Office at 709-729-5009 or visit the website at [www.gov.nl.ca/exec/wpo](http://www.gov.nl.ca/exec/wpo).

(vi) Project Related Documents:

- provide a bibliography of all project-related documents already generated by or for the proponent.
- provide one copy of any reports on environmental work already performed by or for the proponent.

**APPROVAL OF THE UNDERTAKING:**

List the main permits, licences, approvals and other forms of authorization required for the undertaking, together with the names of the authorities responsible for issuing them (e.g. federal government department, provincial government department, municipal council, etc.)

**SCHEDULE:**

Indicate the earliest and latest dates when project construction could commence (assuming all approvals are in place). Briefly state the reasons for the selection of these dates.

**FUNDING**

If this project depends upon a grant or loan of capital funds from a government agency (federal, provincial or otherwise) provide the name and address of the department or agency from which funds have been requested.

To determine whether cost recovery is applicable in accordance with the Cost Recovery policy, provide an estimate of the capital costs of the project. Projects having capital costs in excess of \$5 million will be subject to applicable cost recovery fees.

-----  
Date

-----  
Signature of Chief Executive Officer

The completed Registration and the digital and paper copies should be sent, together with a covering letter, to:

**Minister of Municipal Affairs and Environment**  
**PO Box 8700**  
**St. John's NL A1B 4J6**  
**Attention: Director of Environmental Assessment**

## APPENDIX 2

### GUIDELINES FOR PREPARING COMPUTERIZED COPIES OF ENVIRONMENTAL ASSESSMENT DOCUMENTS

Section 3(1) of the Environmental Assessment Regulations authorizes the Minister to require submission of computerized documents. These guidelines are provided to assist proponents with the preparation of such documents.

- The proponent must ensure that all electronic documents are accurate, legible and formatted properly before submission.
- PDF format is preferred, but other format may be accepted.
- The content of the computer file(s) should be identical to the paper copy.
- If multiple files are required, each file should be labelled to reflect its order of appearance in the paper copy (e.g. Registration, Appendix 1 etc)
- For maps, choose a font size for labels and legends that is easily read on screen or in print.
- Present maps in horizontal format to facilitate reading on the screen.
- Label all maps, charts, graphs etc. horizontally.
- Hyperlink headings in Table of Contents (including lists of figures/tables etc) to body of document.
- Hyperlink from references in text to maps/appendices etc.
- Include a single file of the entire document and:
  - o if there is a summary, include it as a separate file
  - o where the entire document is a large file, divide it into smaller files
  - o generally file size should not exceed 2-3 MB and no file should exceed 10 MB
  - o avoid numerous small files; instead group them into 2-3 MB file size.
  - o for CD ROMs, include instructions for using the CD.

## APPENDIX 3

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